

WEAKLEY COUNTY, TENNESSEE
FINANCE, WAYS AND MEANS COMMITTEE
Thursday, June 16, 2016; 4:00 p.m.

Finance, Ways and Means Members Present: Commissioners Eric Owen, Dennis Doster, Roger Donaldson, James H. Westbrook, Jr., David Hawks, Earl Wright, Tommy Jones

Finance, Ways and Means Members Absent: Commissioners Greg Usery and Larry Taylor

The Finance, Ways, and Means Committee met on Thursday, June 16, 2016 at 4:00 p.m. in the conference room at the Department of Finance. Others present included: Jake Bynum - Weakley County Mayor, Randy Frazier - Director of Schools, Steve Vantrease - Weakley County School Board Member, Alex Britt - Administrator of Elections, Kellie Thayer - Deputy Director of Finance, Scott Fortner - Weakley County Commissioner, and Representatives of the Media.

OLD BUSINESS:

Chairperson Eric Owen called the meeting to order at 4:00 p.m. and called for a motion to approve the minutes from June 15, 2016. Commissioner Wright made the motion to approve the minutes and with a second by Commissioner Hawks the motion unanimously passed.

NEW BUSINESS:

Transfer No. 1516-50: Child Nutrition Fund 143

Previously passed unanimously through the HEED Committee, this transfer moves \$7,682 from line 73100-105 (Supervisor/Director) to the following lines: \$30 to line 73100-167 (Maintenance Personnel), \$770 to line 73100-307 (Communication), \$182 to line 73100-347 (Pest Control), \$3700 to line 73100-359 (Disposal Fees), and \$3000 to line 73100-524 (Staff Development). Director of Schools Randy Frazier cited the reasons for the transfer are due to the former School Nutrition Supervisor retiring and having a decreased salary, the Communication and Pest Control lines being under-budgeted, the disposal fee projection did not account for an increase in prices, and the incoming Nutrition Director has participated in more trainings and has encouraged managers to attend SNA. Commissioner Donaldson made the motion to approve the transfer through the Finance, Ways and Means Committee and recommend to the full County Commission, and with a second by Commissioner Doster the motion unanimously passed.

Resolution No. 2016-33: General Purpose School Fund 141

Previously passed unanimously through the HEED Committee, this resolution authorizes budget amendments for the realignment of revenues and expenditures in the 2015-2016 FY General Purpose School Fund Budget. Commissioner Wright made the motion to approve and recommend Resolution No. 2016-33 to the full County Commission and with a second by Commissioner Jones the motion unanimously passed.

Account No. 51500 (Election Commission):

Chairperson Owen recognized Administrator of Election Alex Britt who began by mentioning line 331 (Legal Services) had decreased due to the law suit being over, but would be keeping some funds in the line in case the need arises. He mentioned line 336 (Maintenance and Repair - Election Equipment) and explained that the licensing fee and election software services for election machines was expensed out of this line. He went on to say that he had noticed excess charges and contacted the software service; Administrator Britt stated that the company would be crediting the Election Office around \$9300, so the total amount budgeted in line 336 would be less the credited amount from the software company. Commissioner Westbrook commended Mr. Britt on his work in finding the overage.

Next, Administrator Britt explained the decrease in line 349 (Printing, Stationary and Forms) relative to the increase in line 399 (Other Contracted Services) by stating that he felt that the Election Services for coding equipment was better suited to be expensed out of the Other Contracted Services line rather than the Printing, Stationary and Forms line.

Administrator Britt addressed the increase in line 506 (Liability Insurance) was due to the Election Commission currently being considered neither a State entity nor a County entity for coverage in the eyes of the Local Government Insurance Pool (LGIP). He explained that if there were a lawsuit, the Election Commission would not be covered and referred to a quote sheet attached to his budget that provided a cost breakdown for insurance coverage newly recommended by LGIP for the Election Commission. He explained that the quote is based off of the total budget for the Election Commission. Discussion was had regarding the premium and how the premium is figured. Commissioner Westbrook suggested the representative for LGIP be contacted.

Administrator Britt introduced his suggestions for the office which he stated are recommended by the Weakley County Election Commission. Chairperson Owen stated that, due to the recommendations not passing through the HEED Committee, he was uncertain whether the recommendations should even be discussed. Administrator Britt stated that he felt the need to explain the suggestions as they were recommended by the Weakley County Election Commission, and Chairperson Owen gave Administrator Britt the floor.

Mr. Britt explained that his office has a need for a second full-time deputy. He cited office efficiency, reduction of errors, minimization of reinstruction time of his part-time staff, consistency, liability, and new audit rules through internal controls that will soon apply to his office as reasons for his needing another employee.

Having no motion to place the recommendations on the floor for approval, Chairperson Owen called for a motion to approve the Election Commission as originally presented. Motion to approve the original budget as presented through the FWM Committee and recommend to the full County Commission was made by Commissioner Donaldson and with a second by Commissioner Doster, the motion passed unanimously.

2016-17 FY Fund 143, 142, & 141 – School Nutrition Fund, Schools Federal Project Fund, & General Purpose School Fund

Chairperson Owen called for a motion to place the 2016-2017 FY Funds 143, 142, and 141- All School Budgets on the floor for discussion. Motion was made by Commissioner Donaldson, seconded by Commissioner Doster.

With the motion by Commissioner Doster and second by Commissioner Donaldson to place the following 2016-2017 FY Fund 101 – General Fund Budget on the floor for discussion and tentative approval still standing from the June 14th meeting, discussion began on the remaining budgets left to discuss: Account No. 51800 (County Buildings), 51600 (Weakley County Office on Aging), and 56300 (Sharon Senior Citizens Center).

Fund 142 – School Federal Projects Fund:

Having no questions or comments, Chairperson Owen moved on to the next part of the budget.

Fund 143 – Central Cafeteria - School Nutrition Fund:

Director of Schools Randy Frazier began by stating that for the past several years, the cafeteria fund has been operating at a loss. He went on to say that although school lunches cost the county \$3.67 the free rate reimbursement for school lunches is only \$3.15, and the full price reimbursement rate is \$0.30 per person. With lunch prices currently ranging from \$2.25 to \$3.25, the cafeterias are operating in a deficit. Due to this fact, Director Frazier stated that they would be increasing the lunch prices **\$0.50 cents for each school and cutting labor**. [Elementary Schools: From \$2.25 to \$2.75; Middle Schools: from] Discussion was had on the Free and Reduced Lunch Program and the possible expansion of the program to include mobile meals and early supper. Director Frazier mentioned that he would also be moving all of the funds paid from 143-73100-359 (School Nutrition Fund - Disposal Fees) to 141-72610-359 (General Purpose School - Disposal Fees) to further decrease the likelihood for the Nutrition Fund to operate at a loss.

Having no questions or comments, Chairperson Owen moved on to the next part of the budget.

Fund 141 – General Purpose School Fund:

Director Frazier addressed a document that he had distributed that provided some highlights of his proposed 2016-2017

FY budget revenues and expenditures. He began by mentioning an increase in revenue line 40210 (Local Option Sales Tax), as well as a substantial increase in revenue line 46511 (Basic Education Program).

Director Frazier began discussing expenditures by mentioning line 71100-116 (Teachers) and said that a 3% pay increase had been factored in for all employees across the board, both certified and non-certified. He mentioned a 3% increase in line 71100-207 (Medical Insurance) due to the anticipated 6% increase in medical insurance for the year. He went on to address the increase in line 71100-299 (Other Fringe Benefits) which includes the Great-West Empower Retirement contributions county match funds, as well as the employee Health Savings Account contribution (\$500 for individual, \$1000 for family plans). He stated that there are around 500 full time employees currently participating in the Great-West Retirement Program, 15 employees who took advantage of the \$1000 plan, and 8 employees who took advantage of the \$500 plan.

Director Frazier spoke on Account No. 71200 (Special Education Program) to say that 2 special education teachers had been cut from the budget. He commented on the increase in Account No. 72120 (Health Services) to say that he would be adding a full time nurse and explained the need for the new nurse.

Director Frazier briefly spoke on the following accounts and cited reasons for each:

72215-116 (Alternative School-Teachers): Adding a new teacher to accommodate the expanded need in this department.

72215-310 (Contracts): Funds used to pay for student(s) with behavioral issues to attend Carroll Academy

72200-124 (Psychologists): Adding a psychologist to accommodate the expanding need for student assessment & testing.

72310-506 (Liability Insurance): General Liability Insurance increased, and Educator Liability Insurance doubled nationally. He explained that he would be adding new insurance coverages:

- Cyber Liability (\$15,000 in coverage) Covers data processing, computer programs, coverage in case of being hacked.

- Umbrella Insurance Policy (\$5 million in coverage)

- Environmental Insurance - (3 years, \$137,000 in coverage) Covers asbestos, mold, lead paint issues and terrorism.

72320-307 (Communication): Phone bills for schools will no longer be paid according to school enrollment, but rather the regular cost of the bill.

72610-351 (Rentals): Rental for the UTM Football Field, and rental of lifts for the changing of lights in the gym.

72610-399 (Other Contracted Services): Rebidding of cleaning services created a significant decrease.

72610-359 (Disposal Fees): Includes the costs of School Nutrition disposal fees as well.

72610-502 (Building and Contents Insurance): Insurance increased.

72710-511 (Vehicle and Equipment Insurance): Insurance decreased.

76100-707 (Capital Outlay): Costs of roofing, painting and general upkeep on schools and buildings. School painting has not been bid out yet, but there are plans to bid – possibly fall before the bids are out.

Commissioner Westbrook asked Director Frazier when he expects the final work on the schools construction project to be completed, and Director Frazier replied that he expected that it would be completed in FY 2017-2018. Discussion was had about payment options.

Commissioner Hawks expressed concern regarding approving a raise for the schools when the committee had formerly decided to hold the discussion of raises until the last FWM budget meeting. Director Frazier explained that the funds to provide the raise were within the current budget. More discussion on raises followed.

Having no other comments or questions, the motion to approve all of the School Budgets, Funds 141, 142, and 143 through the Finance, Ways and Means Committee and recommend the tentative budget for approval to the Weakley County Commission passed unanimously.

Having no other business Commissioner Westbrook made the motion to adjourn at 5:12 p.m. and with a second by Commissioner Hawks, the motion unanimously passed.

Respectfully Submitted,

Erica Moore

Erica Moore, Secretary

Finance, Ways & Means Committee

Date: 6-21-16

Approved:

Eric Owen

Eric Owen, Chairperson

Finance, Ways & Means Committee

Date: 6-21-2016